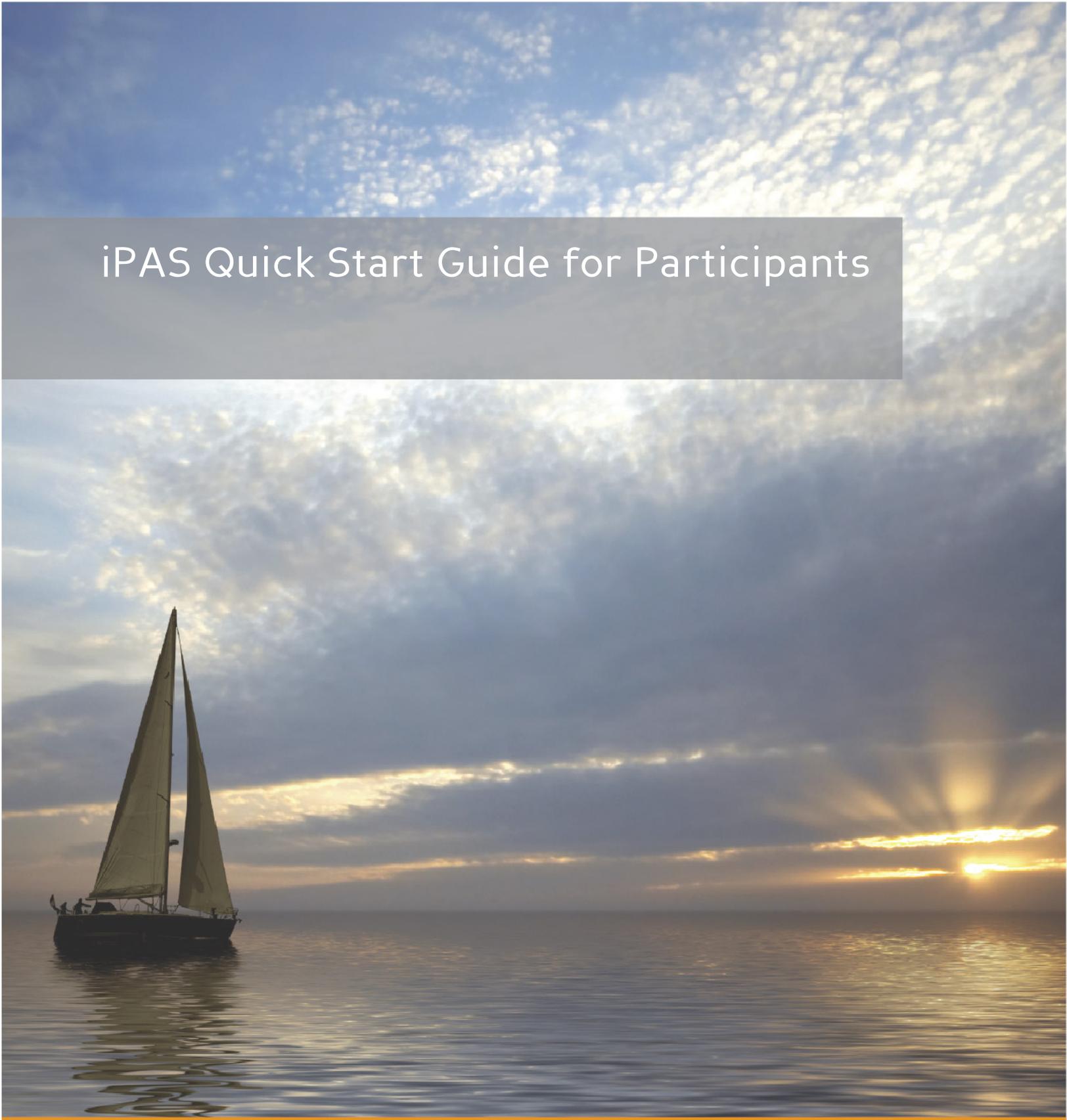


# iPAS Quick Start Guide for Participants



[www.qedfs.com](http://www.qedfs.com)

**QED**  
Financial Systems

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## Purpose

This guide provides instruction on the use and management of iPAS.

In creating this guide, it has been assumed that you are familiar with standard Windows-based conventions such as the use of a mouse, scroll bars, window controls, Explorer, etc.

Information presented in this document applies to QED platform releases beginning with Version 2014.09+.

## Audience

This guide is for users and administrators of the QED platform.



The layout of graphical user interface (GUI) screens depicted in this document may vary from your GUI.

## Typographical Conventions

This guide uses the following typographical conventions:

- text in **bold**: window and dialog box buttons and fields, keyboard keys, menus, and menu and options;
- text in **[bold brackets]**: window, wizard, and dialog box titles;
- text in `fixed width`: system parameters typed in by the user, calculations, programming examples, and variable names;
- text in *italics*: notes, file, schema, row, and column names;
- The light bulb icon indicates an item that provides additional information about an important point. It is also used to add comments related to a table or a figure;
- The attention icon indicates a message that gives information about the execution requirements or recommendation type. This icon also refers to situations or information to which the user should pay special attention or which is important situational context;
- The example icon indicates an explanation, demonstration, or example of how to perform a task associated with the content.



## Change History

Version	Date	Change Detail
1.0	7 May 2013	Document adapted for QED Version 2013.01+. Supersedes previous releases.
2.0	24 June 2013	Updated illustrations throughout document.
3.0	10 October 2014	Document adapted for QED Version 2014.09+. Supersedes previous releases.

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## Introduction

iPAS, QED's Internet Participant Access System, is a common funds web management application that enables authorized users to process transactions and view account information via a web browser. It is designed to meet the needs of all types of common funds, including commingled funds, fund of funds, and Local Government Investment Pools (LGIPs), as well as master and sub-funds managed as fixed value programs.

iPAS allows authorized participants to:

- deposit cash in authorized funds
- withdraw cash from authorized funds
- transfer cash from one authorized fund to another authorized fund
- print confirmations of all iPAS-executed transactions
- display and print account statements and inventories of investments held in any authorized fund

Participant account statements, transaction histories and investment position activity can be generated for any time period. Additionally, the power of QED with iPAS integration enables common fund administrators to monitor all iPAS participant activity as it occurs, complete with the date, time, and user identification on each action.

Using a real-time message server for communication, QED dynamically validates and updates the information provided to iPAS participants, including:

- Investment Balances (Actual and Available)
- Transaction Activity (Approved and Pending Settlement)
- Contributions
- Withdrawals
- Interfund Transfers
- Investment and Transaction Payment Methods
- Transaction Policies for Amounts, Dates, and Time of Day
- Administrative Notices

## Getting Started

Your **iPAS** system administrator provides the URL specific to your iPAS environment, which you can access through any web browser. Type your **User ID** and **Password** as indicated below.

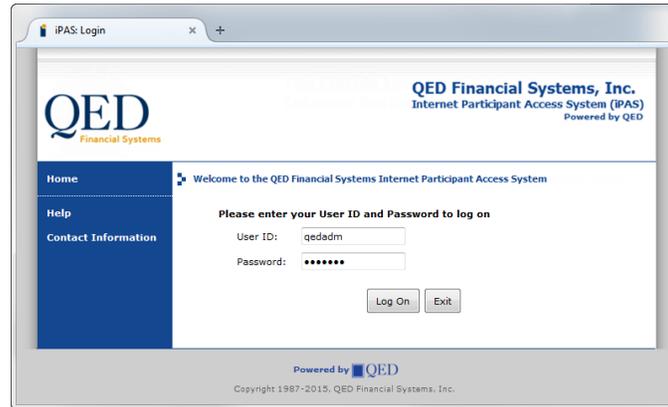


Figure 1. Login Page

The iPAS **Home** page displays.

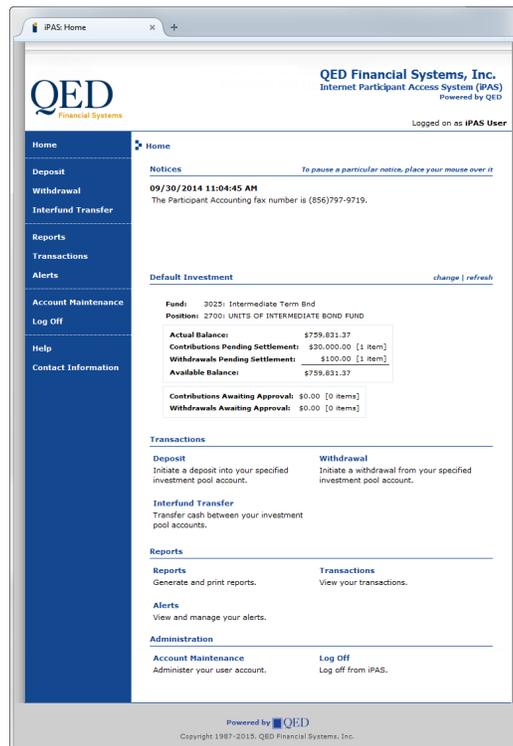


Figure 2. Home Page



If you do not have a **User ID** and **Password**, please contact your iPAS administrator.

The **Home** page offers several choices for working within iPAS:

- [Home](#) – return to the iPAS home page
- [Deposit](#) – submit a deposit request
- [Withdrawal](#) – submit a withdrawal request
- [Interfund Transfer](#) – submit a transfer request between authorized funds
- [Reports](#) – generate and print account statements
- [Transactions](#) – view your transactions
- [Alerts](#) – view and manage your alerts
- [Account Maintenance](#) – change account password
- [Help](#) – access online help
- [Contact Information](#) – find information on help desk support

**Notices** are displayed at the top of the home page; to pause a particular notice, place your mouse pointer over it.

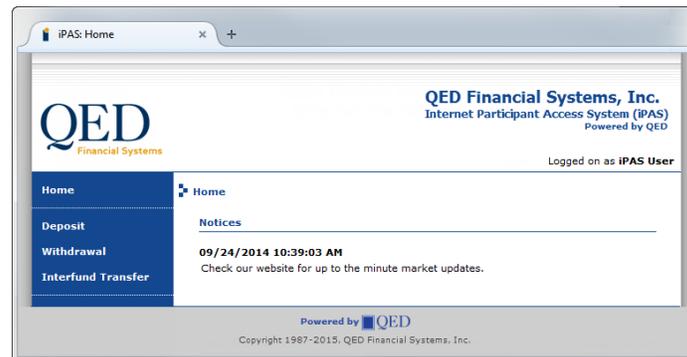


Figure 3. Notices

**Default Investment** information displays balance details along with contributions and withdrawals awaiting approval or settlement.

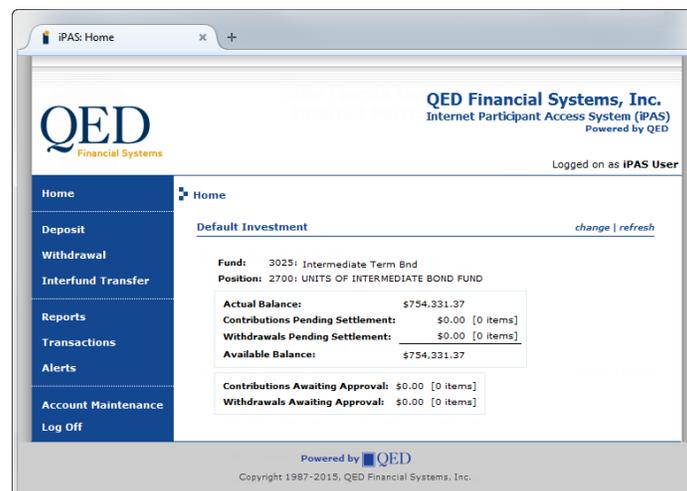


Figure 4. Default Investment

To modify your default investment, select **change**. The system prompts you to choose an investment by **searching** from a list of your authorized investments. Click **Done** when you've made your selection and **Save** your changes.

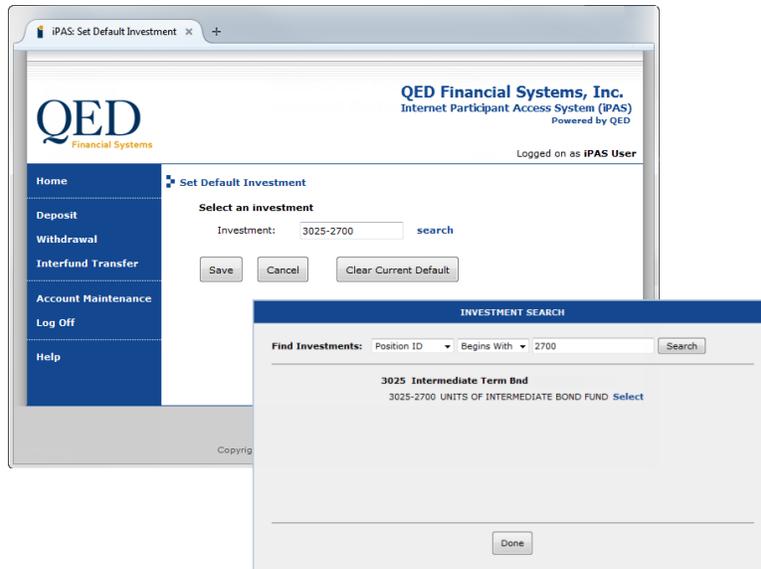


Figure 5. Change Default Investment

## Transaction Types

There are three types of transactions that can be initiated through iPAS:

- Deposits
- Withdrawals
- Interfund Transfers

### Deposit

To initiate a deposit request select **Deposit**, located in the menu bar or center text of the **Home** page.

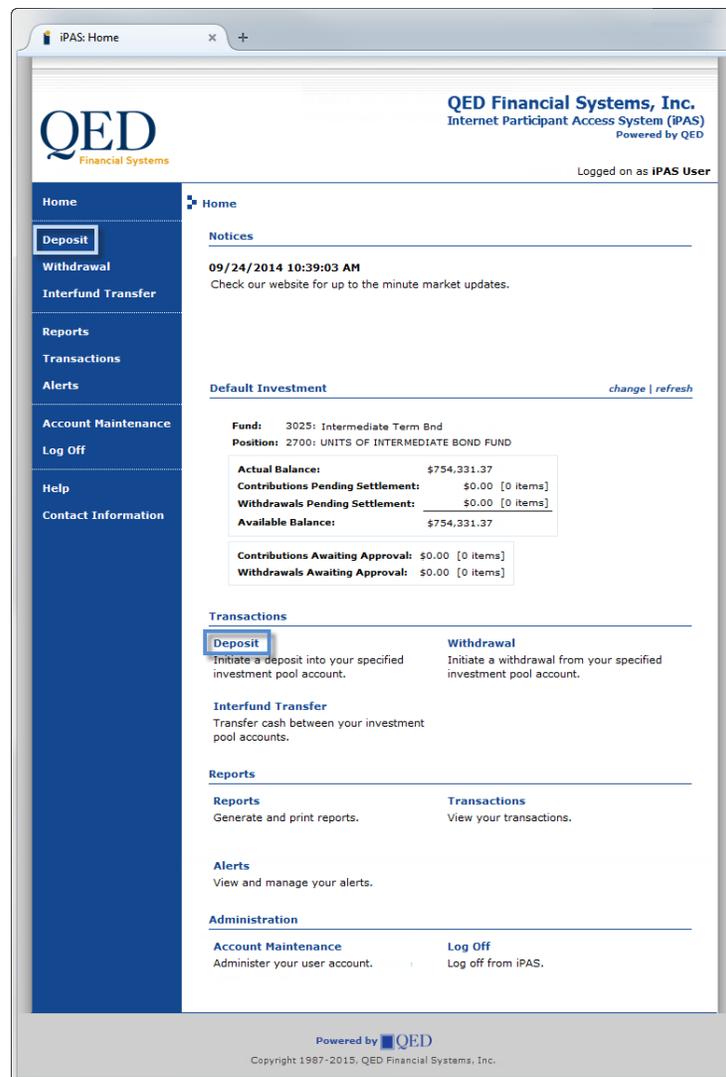


Figure 6. Deposit Request

The **Deposit** page displays.

Use the **search** feature to select the investment that will receive the deposit (if other than the default investment) and select the payment method, effective date, deposit amount and transaction description (optional).

The required authorization(s), minimum balance requirements and minimum deposit requirements are dynamically linked to the business rules set within iPAS; cutoff times that establish effective dates and payment methods are recorded in the accounting system's settlement instructions business reference table.

If a deposit request requires authorization, iPAS displays a message informing you that the deposit request must be authorized before final processing is completed.

Click **Submit** to continue to the next page.

The screenshot shows the 'iPAS: Deposit' web interface. The header includes the QED logo and 'QED Financial Systems, Inc. Internet Participant Access System (iPAS) Powered by QED'. The user is logged in as 'iPAS User'. A left-hand navigation menu contains links for Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, Account Maintenance, Log Off, Help, and Contact Information. The main content area is titled 'Deposit' and contains the following sections:

- Select the investment that will receive the deposit:** Investment: 3525-2550 (with a search button). Fund: 3525: Term Bnd. Position: 2550: BOND FUND.
- Balance Summary:**

Actual Balance:	\$754,331.37
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$754,331.37
- Contributions Awaiting Approval:** \$0.00 [0 items]
- Withdrawals Awaiting Approval:** \$0.00 [0 items]
- Select the payment method:** Payment Method: Bank of America (dropdown menu).
- Enter the effective date and the total amount of the deposit.** Deposits for 09/30/2014 are accepted any time today.
  - Effective Date: 09/30/2014
  - Deposit Amount: 7,500.00 (with a note '>= \$5,000.00')
  - Transaction Description: test deposit
- Authorization Notice:** This transaction must be authorized before it will officially be submitted. Users permitted to authorize this transaction will be notified upon logging in.
- Buttons:** Submit, Cancel

At the bottom, it says 'Powered by QED' and 'Copyright 1987-2015, QED Financial Systems, Inc.'

Figure 7. Deposit Details

The **Deposit Confirmation** page displays the deposit request details. Review the details and, if correct, **Continue**.

The screenshot shows the 'DEPOSIT CONFIRMATION' page with the following details:

- Please confirm deposit details**
- Destination Investment Details:**
  - Fund: 3525: Term Bnd
  - Position: 2550: BOND FUND
- Payment Details:**
  - Bank: Bank of America
  - Account: 123456789101
- Other Details:**
  - Transfer Amount: 7,500.00
  - Effective Date: 09/30/2014
- Buttons:** Continue, Cancel

Figure 8. Deposit Confirmation

The final page in the deposit request process is the **Deposit Status** page. This page provides information regarding the next step(s) needed for the deposit request to be completed.

If no authorization is required for the transaction to be processed, the status page displays the completed transaction along with its confirmation number, which can be printed, if desired. If the transaction requires authorization, a message displays in the status field.



Figure 9. Deposit Confirmation

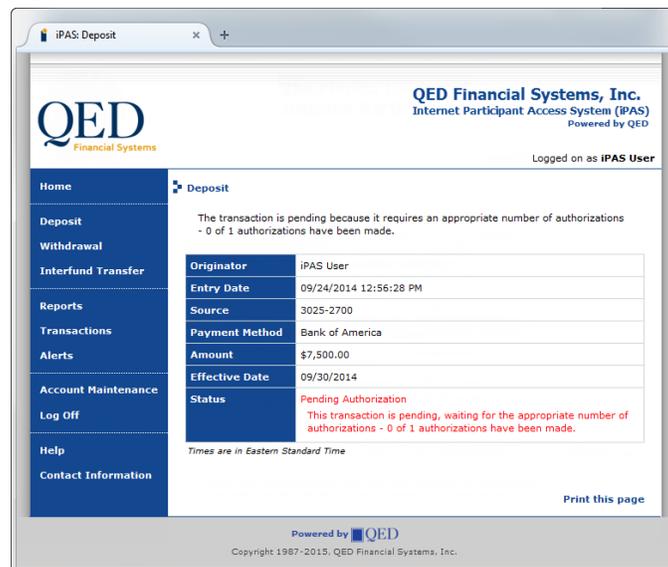


Figure 10. Deposit Pending Authorization

If any part of the deposit request is invalid (i.e., amount limitation, effective date limits, etc.), iPAS does not accept the deposit request and displays your request in a rejected status, along with an explanation about the rejected transaction. The authorizer (if applicable) can also reject the deposit request.

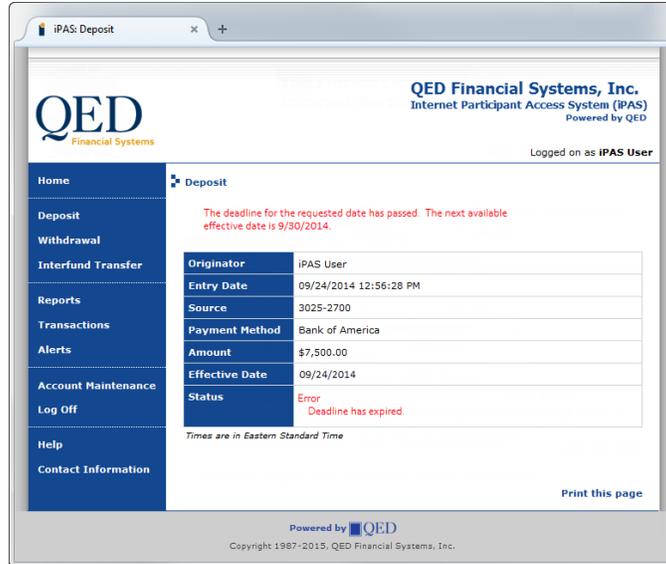


Figure 11. Deposit Deadline Error

Upon approval of the deposit request by the required number of authorizations, you will receive an alert on your home page. Click the **alert** icon to view the message.



Figure 12. Alert Message

The **Alert** page displays. Click **view** to display details of the alert.

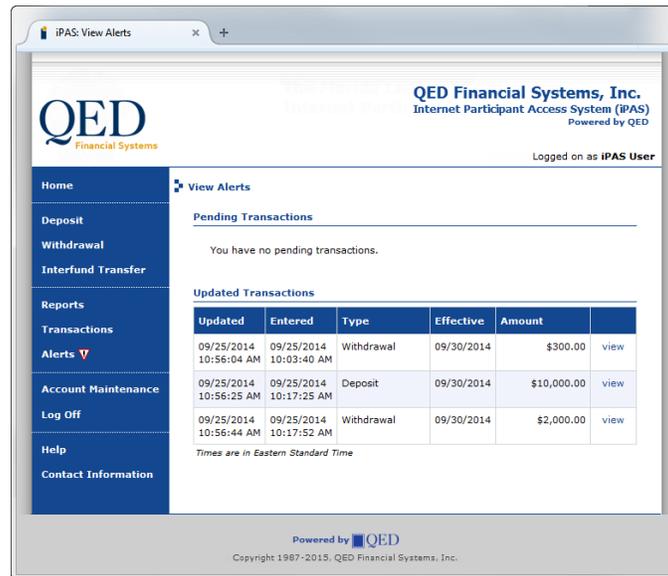


Figure 13. View Alerts

The **Transaction** page displays. The status of the transaction is noted in the **Status** field. If complete, iPAS provides a confirmation number, along with informational data related to the authorization (date of the authorization, user name of the authorizer and type). You can print this page and clear the alert, if desired.



Figure 14. Transaction Page-Deposit

If the authorizer rejected the deposit request, this is noted in the **Status** field along with a short description detailing the rejection and informational data related to the rejected transaction (entry date of the rejection, user name of the authorizer and type). Print the page and clear the alert, if desired.



Figure 15. Rejected Deposit Request

## Withdrawal

To initiate a withdrawal request select **Withdrawal**, located in the menu bar or center text of the **Home** page.

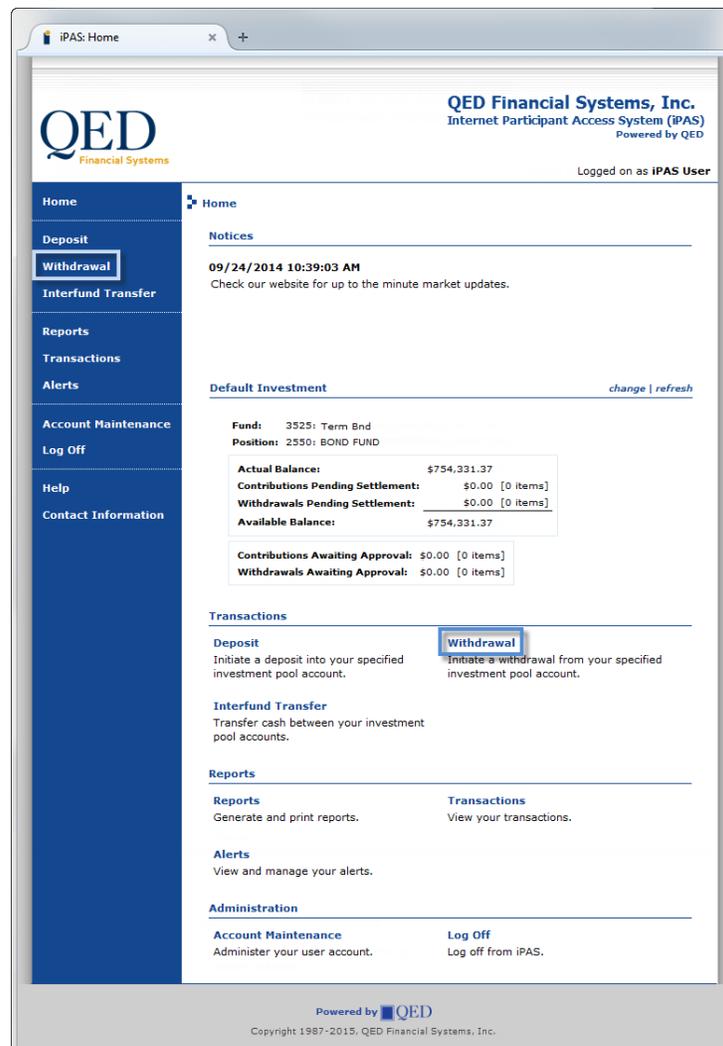


Figure 16. Withdrawal Request

The **Withdrawal** page displays.

Use the **search** feature to select the investment from which to withdraw (if other than the default investment) and select the payment method, effective date, withdrawal amount and transaction description (optional).

The required authorization(s), minimum balance requirements and maximum withdrawal requirements are dynamically linked to the business rules set within iPAS; cutoff times that establish effective dates and

payment methods are recorded in the accounting system's settlement instructions business references table.

If a withdrawal request requires authorization, iPAS displays a message informing you that the withdrawal request must be authorized before final processing is completed.

Click **Submit** to go to the next page.

The screenshot shows the 'Withdrawal' page in the iPAS system. The page header includes the QED logo and 'QED Financial Systems, Inc. Internet Participant Access System (iPAS) Powered by QED'. The user is logged in as an 'iPAS User'. A left-hand navigation menu contains links for Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, Account Maintenance, Log Off, Help, and Contact Information. The main content area is titled 'Withdrawal' and contains the following sections:

- Select the investment from which to withdraw:** Investment: 3525-2550 (with a search button). Fund: 3525: Term Bnd. Position: 2550: BOND FUND.
- Account Balances:**
  - Actual Balance: \$759,831.37
  - Contributions Pending Settlement: \$35,500.00 [2 items]
  - Withdrawals Pending Settlement: \$100.00 [1 item]
  - Available Balance: \$759,831.37
- Contributions Awaiting Approval:** \$0.00 [0 items]
- Withdrawals Awaiting Approval:** \$0.00 [0 items]
- Select the payment method:** Payment Method: Bank of America (dropdown menu).
- Enter the effective date and the total amount of the withdrawal.** Withdrawals for 10/31/2014 are accepted any time today.
  - Effective Date: 10/31/2014
  - Withdrawal Amount: 100.00
  - Transaction Description: (empty field)
- Warning:** This transaction must be authorized before it will officially be submitted. Users permitted to authorize this transaction will be notified upon logging in.
- Buttons:** Submit and Cancel.

At the bottom of the page, it says 'Powered by QED' and 'Copyright 1987-2015, QED Financial Systems, Inc.'

Figure 17. Withdrawal Details

The **Withdrawal Confirmation** page displays the withdrawal request details. Review the details and, if correct, **Continue**.

The screenshot shows the 'WITHDRAWAL CONFIRMATION' page. It has a blue header with the title 'WITHDRAWAL CONFIRMATION'. The main content area is titled 'Please confirm withdrawal details' and contains the following sections:

- Source Investment Details:**
  - Fund: 3525: Term Bnd
  - Position: 2550: BOND FUND
- Payment Details:**
  - Bank: Bank of America
  - Account: 123456789101
- Other Details:**
  - Transfer Amount: 100.00
  - Effective Date: 10/31/2014
- Buttons:** Continue and Cancel.

Figure 18. Withdrawal Confirmation

The final page in the withdrawal request process is the **Withdrawal Status** page. This page provides information regarding the next step(s) needed for the withdrawal request to be completed.

If no authorization is required for the request to be processed, the status page displays the completed request along with its confirmation number, which can be printed, if desired. If the request requires authorization, a message displays in the status field.

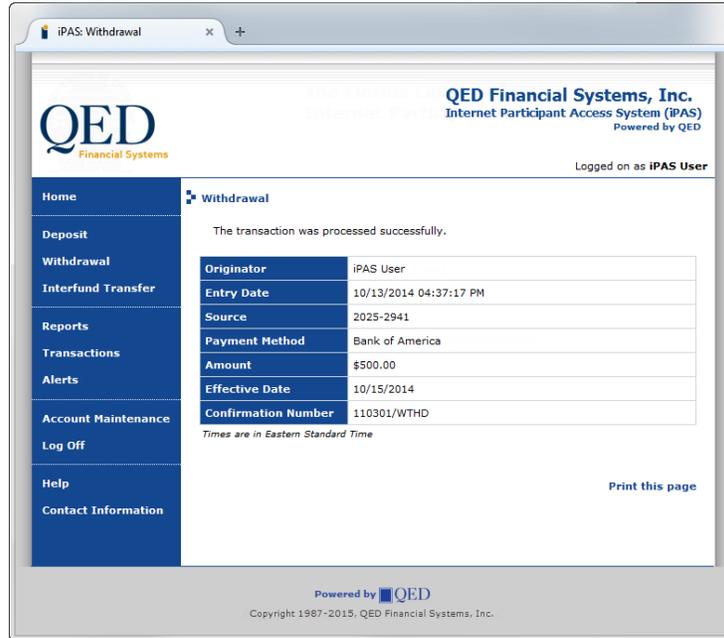


Figure 19. Withdrawal Confirmation

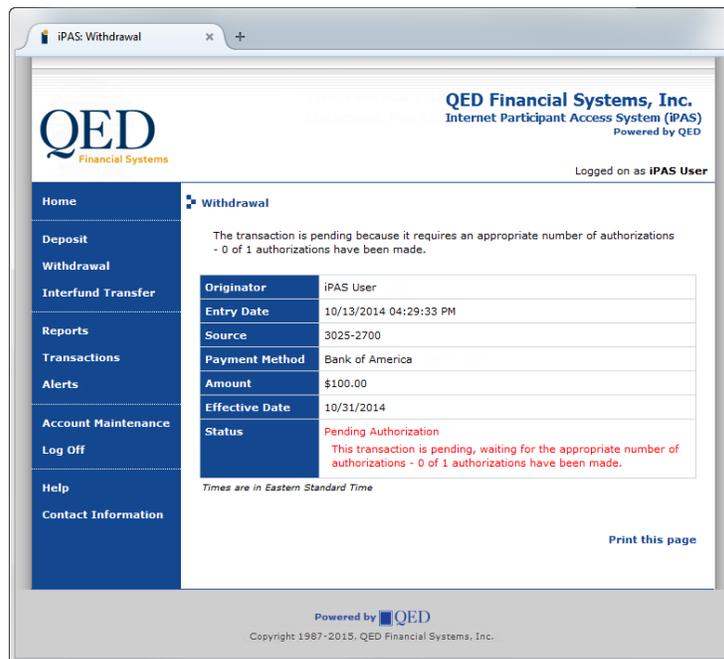


Figure 20. Withdrawal Pending Authorization

If any part of the withdrawal request is invalid (i.e., amount limitation, effective date limits, etc.), iPAS does not accept the withdrawal request and displays your request in a rejected status, along with an explanation about the rejected transaction. The authorizer (if applicable) can also reject the withdrawal request.

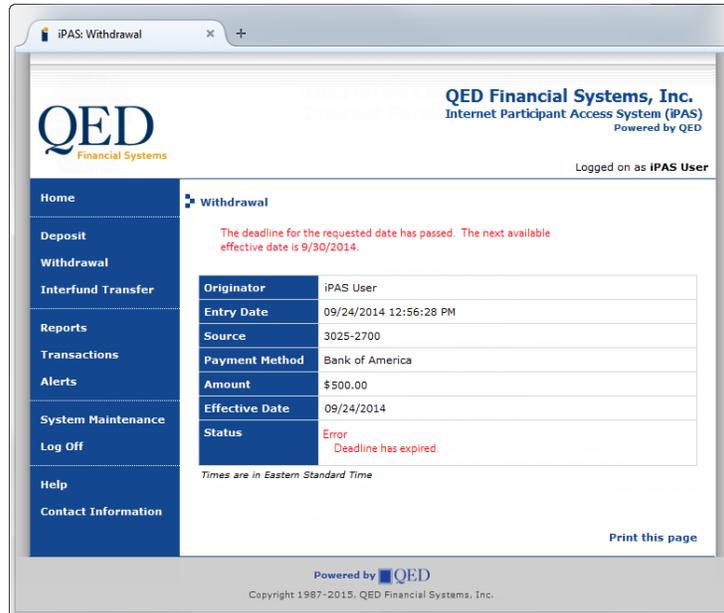


Figure 21. Withdrawal – Deadline Error

Upon approval of the withdrawal request by the required number of authorizations, you will receive an alert on your home page. Click the **alert** icon to view the message.



Figure 22. Alert Message

The **Alert** page displays. Click **view** to display details of the alert.

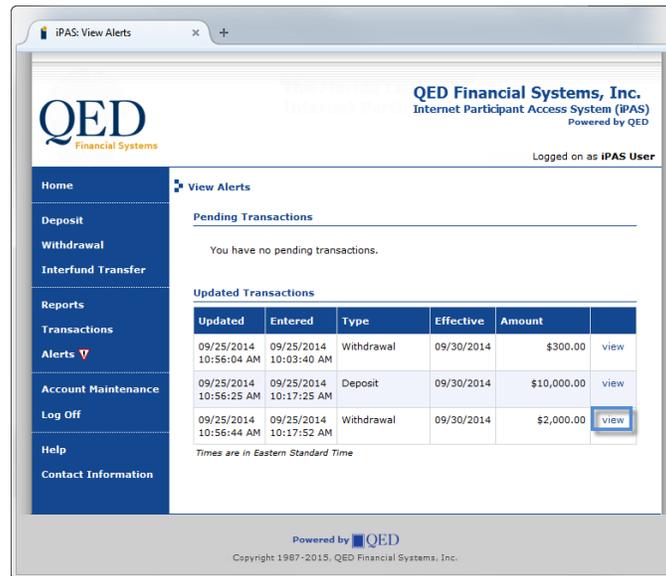


Figure 23. View Alerts

The **Transaction** page displays. The status of the transaction is noted in the **Status** field. If complete, iPAS provides a confirmation number, along with informational data related to the authorization (date of the authorization, user name of the authorizer and type). You can print this page and clear the alert, if desired.



Figure 24. Transaction Page – Withdrawal

If the authorizer rejected the withdrawal request, this is noted in the **Status** field along with a short description detailing the rejection and informational data related to the rejected transaction (rejection date, user name of the authorizer and type). Print the page and clear the alert, if desired.



Figure 25. Rejected Withdrawal Request

## Interfund Transfer

To initiate an interfund transfer request select **Interfund Transfer**, located in the menu bar or center text of the **Home** page.

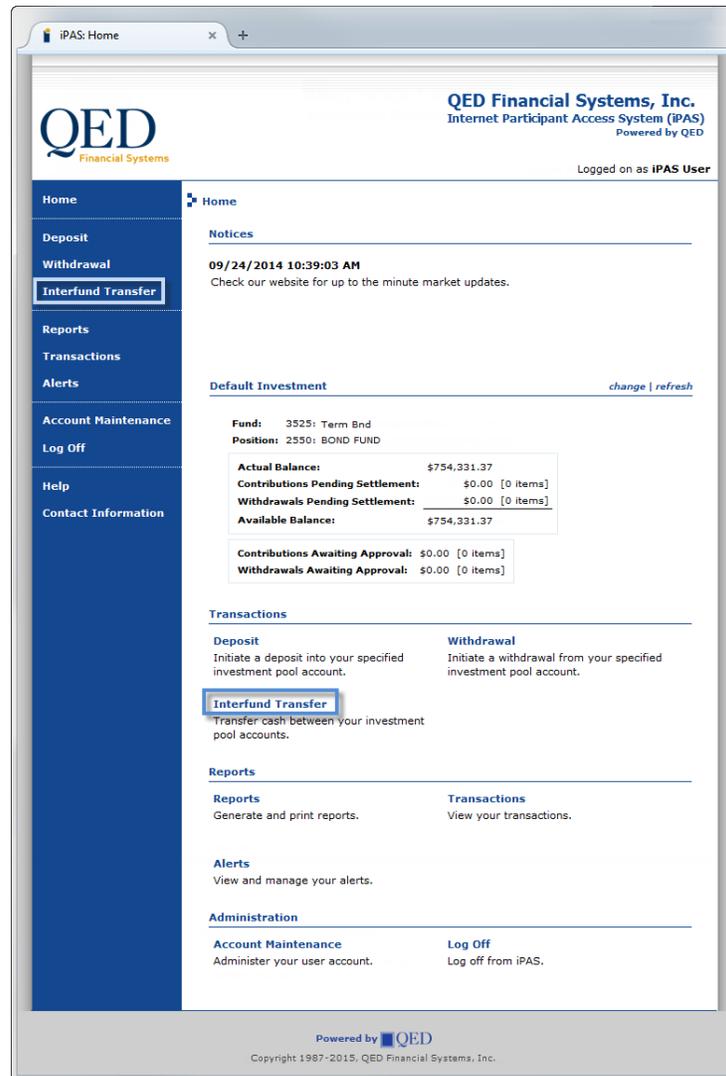


Figure 26. Interfund Transfer Request

The **Interfund Transfer** page displays.

Use the **search** feature to select the source investment (if other than the default investment) and the destination investment. Enter the effective date, transfer amount and transaction description (optional).

Click **Submit** to proceed to the next page.

The screenshot displays the 'Interfund Transfer' page in the iPAS system. The page is titled 'Interfund Transfer' and shows the following details:

- Source Investment:**
  - Transfer From: 2000-2692
  - Fund: 2000: FUND A
  - Position: 2692: INT BOND FUND
  - Actual Balance: \$86,590.41
  - Contributions Pending Settlement: \$0.00 [0 items]
  - Withdrawals Pending Settlement: \$0.00 [0 items]
  - Available Balance: \$86,590.41
  - Contributions Awaiting Approval: \$0.00 [0 items]
  - Withdrawals Awaiting Approval: \$0.00 [0 items]
- Destination Investment:**
  - Transfer To: 2855-2706
  - Fund: 2855: General
  - Position: 2706: UNITS
  - Actual Balance: \$4,955,858.71
  - Contributions Pending Settlement: \$13,000.00 [2 items]
  - Withdrawals Pending Settlement: \$9,000.00 [1 item]
  - Available Balance: \$4,955,858.71
  - Contributions Awaiting Approval: \$0.00 [0 items]
  - Withdrawals Awaiting Approval: \$0.00 [0 items]
- Other Details:**
  - Effective Date: 09/26/2014
  - Transfer Amount: 5,000.00
  - Transaction Description: test transfer

Buttons for 'Submit' and 'Cancel' are located at the bottom of the form.

Figure 27. Interfund Transfer Details

The **Interfund Transfer Confirmation** page displays the request details. Review the details and, if correct, **Continue**.

The screenshot displays the 'INTERFUND TRANSFER CONFIRMATION' page. It contains the following summary information:

- Source Investment Details:**
  - Fund: 2000: FUND A
  - Position: 2692: INT BOND FUND
- Destination Investment Details:**
  - Fund: 2855: General
  - Position: 2706: UNITS
- Other Details:**
  - Transfer Amount: 5,000.00
  - Effective Date: 09/26/2014

Buttons for 'Continue' and 'Cancel' are located at the bottom of the confirmation box.

Figure 28. Interfund Transfer Confirmation

The final page in the interfund transfer request transaction process is the **Interfund Transfer Status** page. This page provides information regarding the next step(s) needed for the request to be completed.

If any part of the interfund transfer request is invalid (i.e., amount limitation, effective date limits, etc.), iPAS does not accept the request and displays your request in a rejected status, along with an explanation about the rejected transaction.

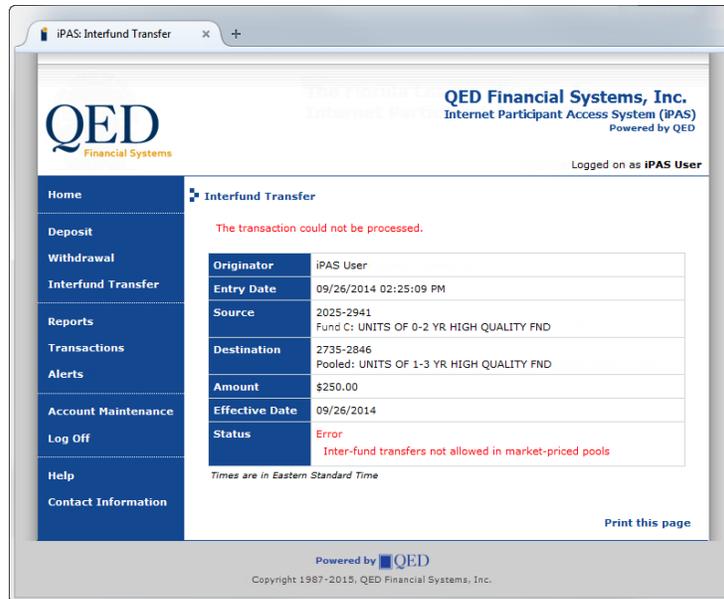


Figure 29. Transfer Error

If no errors are encountered, the status page displays the completed transaction along with its confirmation number, which can be printed, if desired.

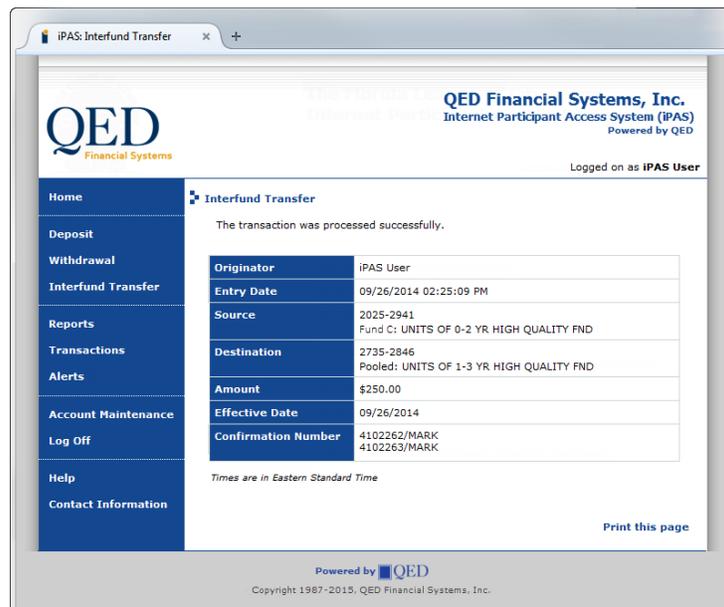


Figure 30. Interfund Transfer Confirmed

## Reports

iPAS offers real-time account statements for a particular, several or all investments for a specified period in time, and can be generated in various formats, including PDF, Excel and RTF.

To generate a report select **Reports**, located in the menu bar or center text of the **Home** page.

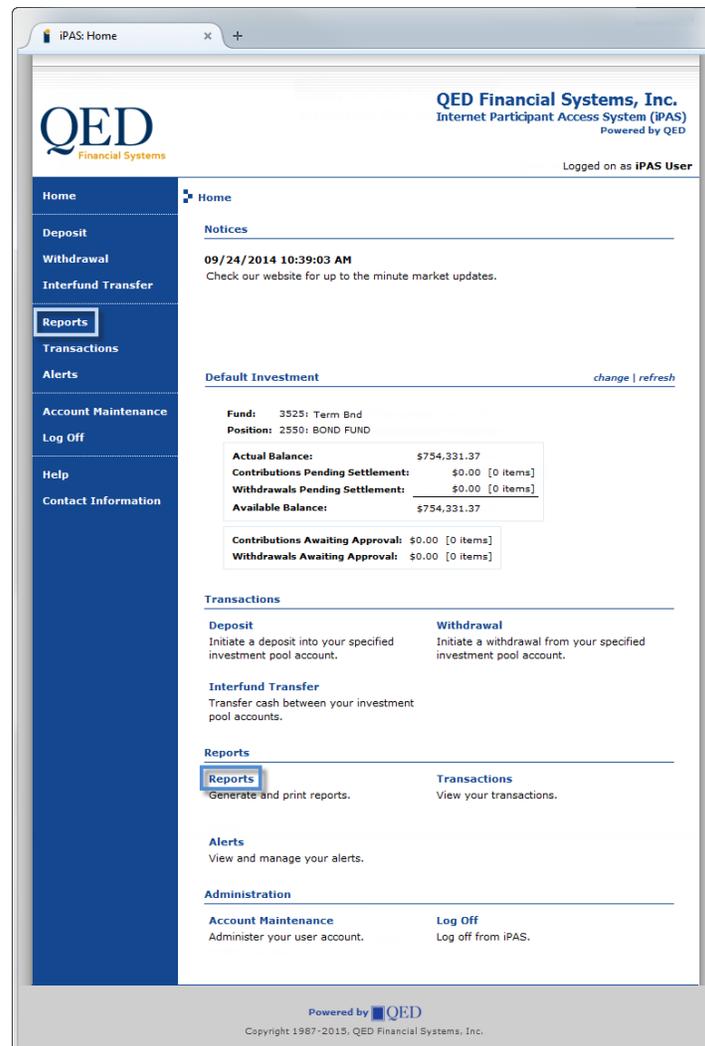


Figure 31. Reports

The **Reports** page displays.

Use the **search** feature to select the investment (if other than the default investment), reporting period, report type and output format and click **Submit**.



Your default investment automatically displays in the investment field box.

The screenshot shows the 'Reports' page in the iPAS system. It features a navigation menu on the left and a main content area with several selection options:

- Investment Selection:** A dropdown menu showing '3025-2700'. Callouts indicate that the default investment displays here and that users can click to use the search feature.
- Reporting Period:** Radio buttons for 'Current Year-to-Date', 'Current Month', 'Previous Month', and 'Custom'. Callouts explain that users should select the reporting period or enter a custom date range.
- Report Type:** A dropdown menu with options like 'Account Statement', 'Fixed Income Inventory', and 'Equity Inventory'. A callout instructs users to select the report type from the drop-down list.
- Output Format:** A dropdown menu with options like 'PDF - Portable Document Format', 'RTF - Rich Text Format', and 'XLS - Excel Format'. A callout instructs users to select the output format from the drop-down list.

Additional callouts include: 'If you have authorization access to several funds, check here to select all your funds' (pointing to the 'All my investments' checkbox) and 'Select the report type from the drop down list' (pointing to the 'Template' dropdown).

Figure 32. Report Selections

The report displays.

Municipal Investment Trust  
Plus Accounting Report  
for the period Jan 01, 2014 - Oct 07, 2014

**QED**  
Financial Systems  
**Intermediate Term Bnd**

**Account Market Value Activity**

Investment	Beginning Balance	Contributions	Redemptions	Net Investment Income	Ending Balance
Intermediate HQ Bond Fund	\$ 270,887,345.20	\$ 0.00	\$ 0.00	\$ 10,117,113.64	\$ 280,774,458.84
	\$ 270,887,345.20	\$ 0.00	\$ 0.00	\$ 10,117,113.64	\$ 280,774,458.84

**Account Unit Activity**

Investment	Beginning Balance	Contributions	Redemptions	Net Investment Income	Ending Balance
Intermediate HQ Bond Fund	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00

**Summary of Ending Account Balances**

Investment	Ending Balance	Ending Units	Price	% of Total
Intermediate HQ Bond Fund	\$ 280,774,458.84	0.00	\$ 0.00	100.00 %

**Messages**

(Effective: 07/31/2014) The simple money market yield for the Money Market Pool for July 2014 = 0.13%  
The simple money market yield for the Government Money Market Pool for July 2014 = .08%  
The total return for the Short Term Bond Pool for the six months ending July 31, 2014 = 1.346%  
Fund returns are not intended to indicate future performance.

Please direct questions to Participant Accounting at (856) 797-1200

(Effective: 09/01/2014) Monday is a holiday

(Effective: 09/08/2014) Trading report footer

(Effective: 09/22/2014) NAV for the month of September 2014 is 1.3555

Municipal Investment Trust  
Administered by QED Financial Systems, Inc.  
10000 Augustine Drive, Suite 1000, Marlton, NJ 08053  
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Figure 33. Report

## Transaction Activity

The **View Transactions** page enables you to review iPAS transactions you have entered within a given date range. To access the **View Transactions** page, select **Transactions** located in the menu bar or center text of the **Home** page.

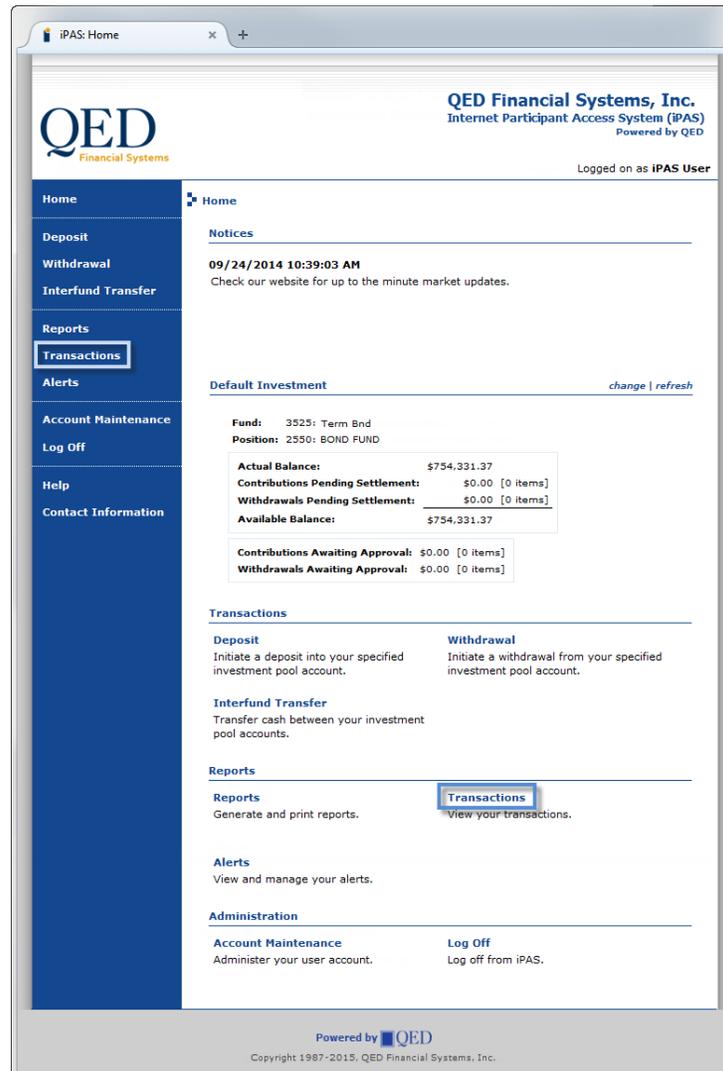


Figure 34. Transactions

The **View Transactions** page displays. The filter criterion includes date range (entered), transaction type, effective date range, amount and status.

Make your selections and click **Get Transactions** to view the output.

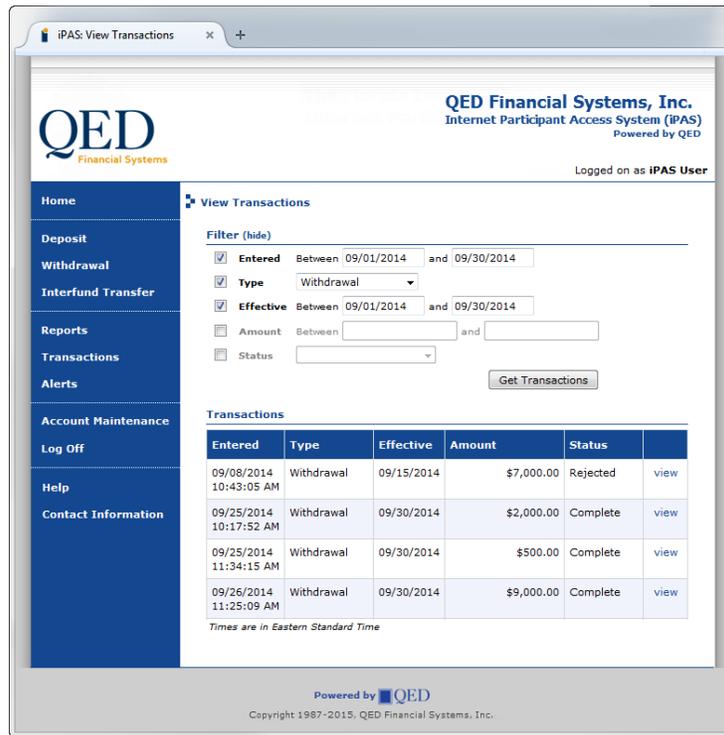


Figure 35. Transaction Activity Results

To display a transaction's details, click **view**.

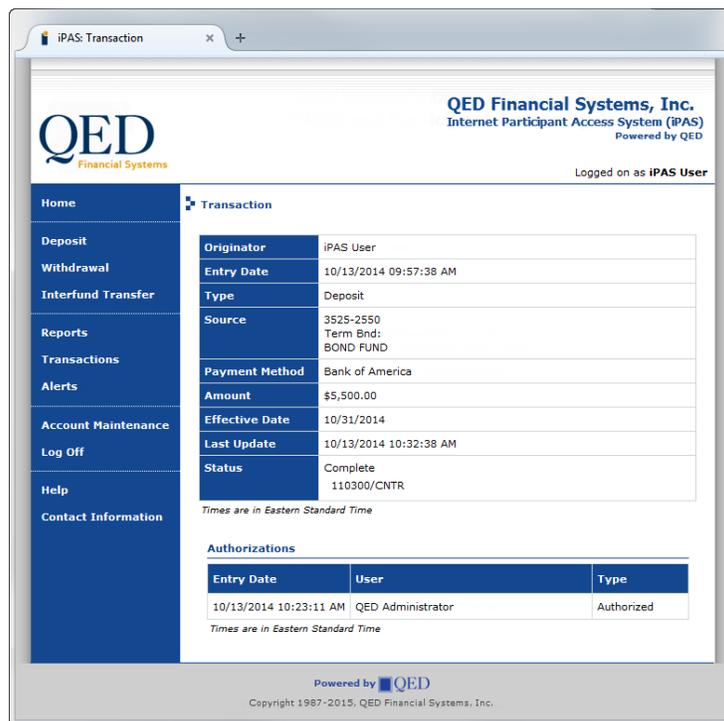


Figure 36. Transaction Activity Detail

## Alerts

The **Alert** notification feature in iPAS advises you that a transaction request you have entered has been approved or rejected, or, if you have authorization privileges, notifies you when a transaction is awaiting authorization.

To view your alerts, select **Alerts** located in the menu bar or center text of the **Home** page or click the **Alerts** icon located on the **Home** page.



Figure 37. Alerts - Home Page

If you have transaction authorization permission, the **View Alerts** page displays a list of pending transactions. Click **view** to proceed to the transaction detail page.

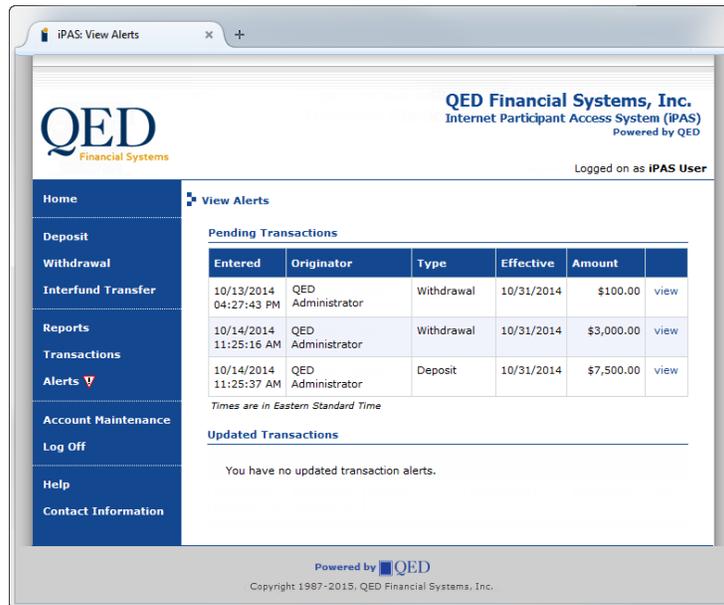


Figure 38. Alerts - Pending Transactions

The **Transaction** page displays. Review the transaction details and **Authorize** or **Reject** the transaction.



Figure 39. Alerts - Transaction Detail

If you choose to reject the transaction, you may enter the reason for the rejection.

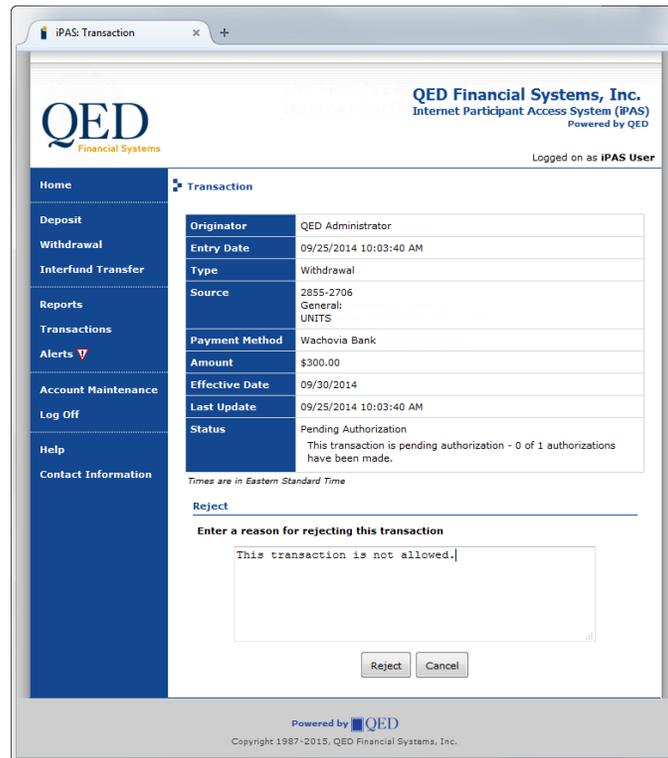


Figure 40. Alerts - Transaction Rejected

If you are a basic user and have no authorization privileges, the **View Alerts** page displays your pending and updated iPAS transactions which have been authorized, rejected, or awaiting authorization. Click **view** to display the transaction details.

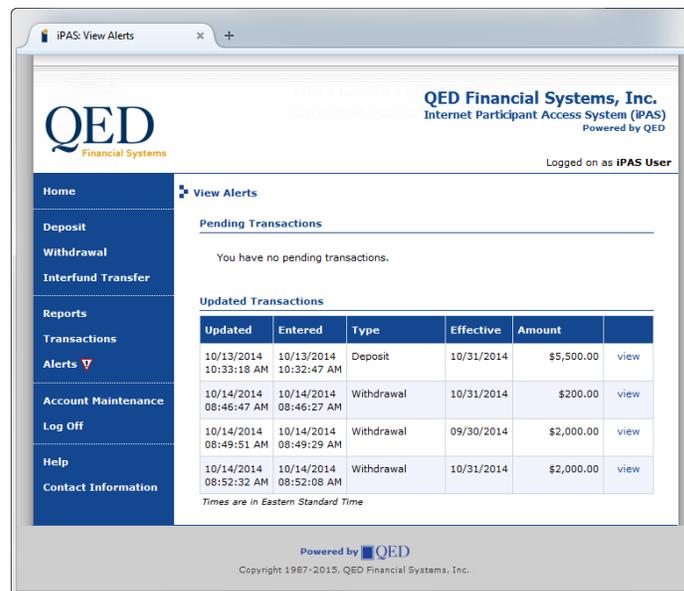


Figure 41. Alerts - Basic User View

The **Transaction** page displays. The status of the transaction is noted in the **Status** field and includes information related to the authorization or rejection. You can print this page and clear the alert, if desired.



Figure 42. Alerts - Transaction Detail

# Account Maintenance

Basic iPAS users can access the **Account Maintenance** page to change password information.

To access the **Account Maintenance Menu**, select **Account Maintenance** from the menu bar or the center text of the **Home** page.

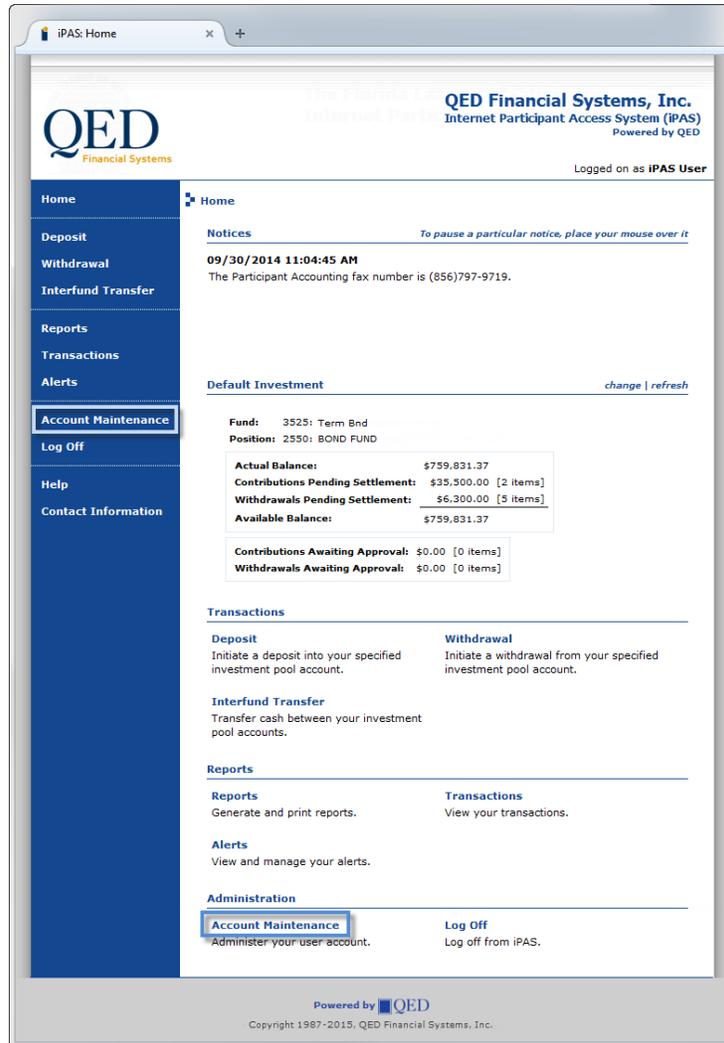


Figure 43. Access Account Maintenance

## Set Password

The iPAS administrator sets your initial password; for security purposes, it is recommended that you change your password once your iPAS profile has been created.

Access the **Account Maintenance** page as instructed above and click **Change Password**.

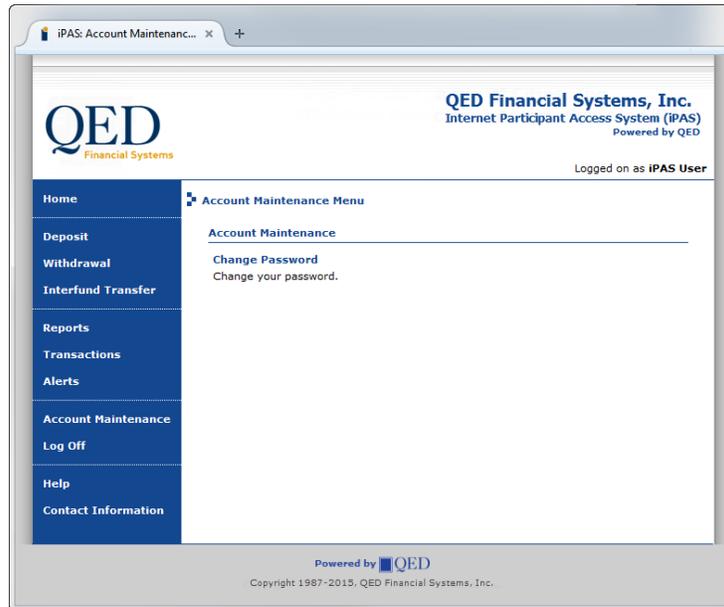


Figure 44. Change Password

Enter your current password, then enter and re-enter your new password and **Save**.



Figure 45. Save New Password

## Online Help

iPAS offers comprehensive online help, including step-by-step instructions on how to enter deposit and withdrawal requests, initiate interfund transfers, run account statements and reports, and change passwords. To access the online help facility, click **Help** from the menu bar.

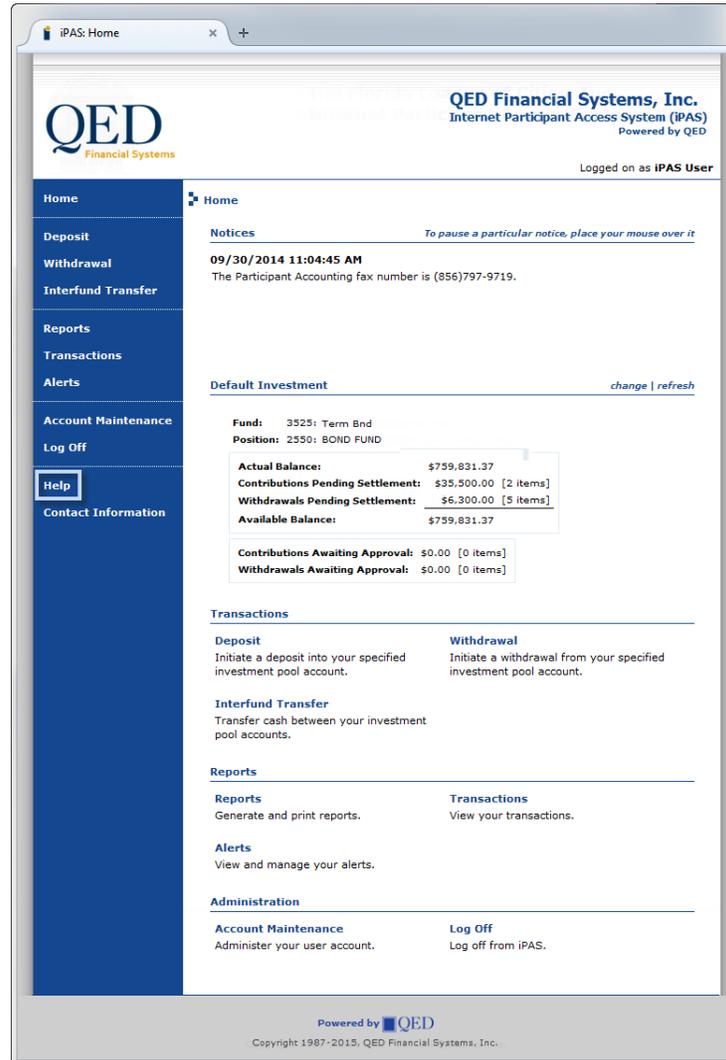


Figure 46. Access Online Help

The **Online Help** page displays; navigate through the Table of Contents, access the Glossary, or use the search function to obtain assistance on any iPAS topic.

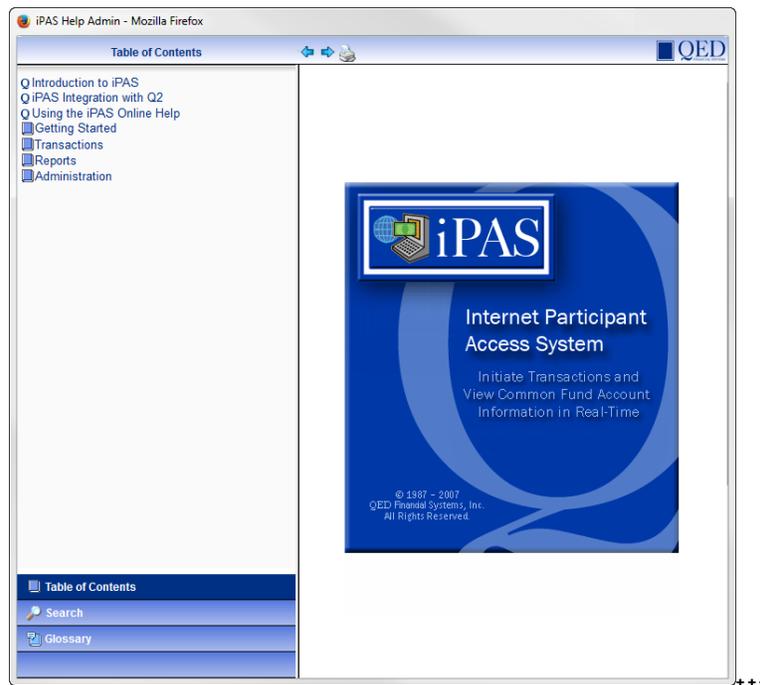


Figure 47. Online Help

## Contact Information

The **Contact Information** page includes help desk and iPAS administrator contact details.

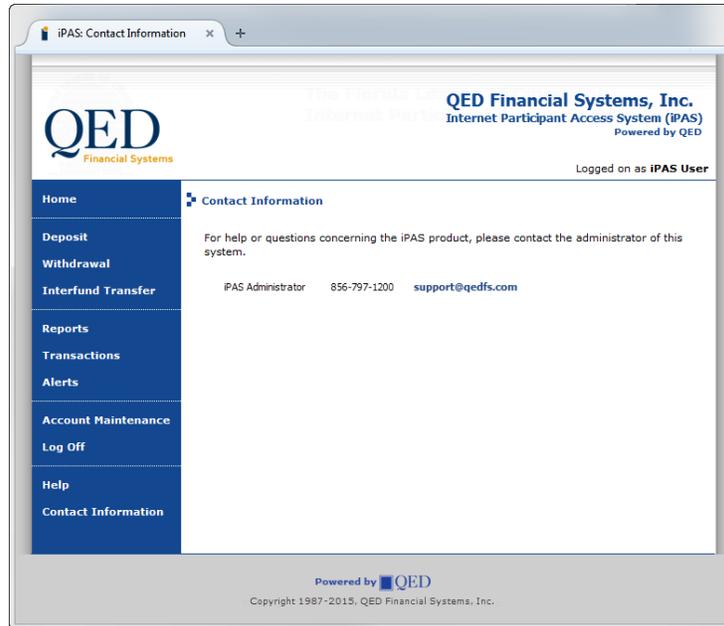


Figure 48. Contact Information

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